

## School of Environmental and Forest Sciences Doctoral (PhD) Degree Program of Study Form

### \*PoS Version Date:

If this form is being submitted as part of the Annual Committee Meeting process, use the date of the meeting. If not, use today's date.

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_ UW Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ PoS Version Date\*: \_\_\_\_\_

This Program of Study is being submitted for these reasons (check all that apply):

- ☐ Initial Submission of **Signed** Program of Study. (Milestone deadline, end of 3rd quarter in program.)
- ☐ Annual Committee Meeting Review and Documentation. (PoS is due at least once a year in conjunction with full committee meetings. Committee should **review and re-sign a brand new form** for this. **This includes year 1.**)
  - ☐ Progress Report and Chair Report also being submitted. (This can be attached to this form, or submitted as a separate document. These written reports are required as part of the annual review. See handbook)
- ☐ Requesting GPA Consult. (For Degree Audits, you can also just submit your most recently signed version of your PoS.)
- ☐ Other – please describe: \_\_\_\_\_

Last Reviewed and Verified by GPA (name and date): \_\_\_\_\_

The completed Program of Study Form assures that the student and the Supervisory Committee members clarify and agree on coursework to be completed for the degree. **For PhD students, this form must be filed with the Graduate Advisor (GPA) in the SEFS Office of Student and Academic Services no later than the end of the third quarter in residence, signed by your full committee.** It will be filed in the student's permanent file. To revise a program of study, the student must consult with their Supervisory Committee.

**Regular updates with additional Full Committee signatures should be submitted after every Annual Committee Meeting, along with your progress report(s) if any, and your Chair's report. (This includes year 1 of study.)**

### Major Revisions:

If you are providing a **major revision with significant new coursework**, an updated form must be completed (with new signatures from your full committee) and filed with the Office of Student and Academic Services.

## IMPORTANT INSTRUCTIONS

1. **Before this form is filed, a permanent Supervisory Committee must be established.** To request committee establishment, fill out the [Supervisory Committee Appointment Form](#) and submit per the instructions on the form. You need to provide your GSR information in order to get your committee appointed.
2. **You will turn this form in more than once!** You will be turning this in more than once during your time as a student. To resubmit, usually you need to **download a new form from the website, fill it out, and have your committee sign!** Exception: If you just need a degree audit and don't have changes, re-submit the last fully signed PoS for evaluation after adding any grades that need to be updated.
3. **Please fill in ALL Shaded areas of the form.** When filling in quarters, use the standard of AUT ####; WIN ####; SPR ####, SUM ####, where #### is the year. When filling in courses, include course prefix, course number, and course name – **if a special topics course, include topic and instructor.** For Grades, fill in ALL grades as they show on your transcript. For numeric grades, include the full grade (e.g., 3.8). For S or CR, put in S or CR.
4. **Using coursework from a previous Masters Degree:** Your Chair must have previously approved any previous Masters degree coursework. The SEFS GPA will ask for this approval during your first quarter – but check with the GPA if you are not sure if this has been approved or not! Previous Masters coursework can be utilized to satisfy **departmental requirements**.<sup>!!</sup> With the approval of your Chair, you can have 30 credits waived from the overall minimum of 90 credits for a UW PhD, for a previous advanced degree (from any university).
5. **Annual Update Required:** **An annual review of progress with the Supervisory Committee is required. Submit a newly filled out and committee signed form, along with your Progress report(s) if any and Chair Report. This includes your first submission in Year 1.**

6. **Petitions to substitute or waive required coursework must be made by submitting a “[Graduate Program Requirement Petition Form](#)”** along with required materials to the Supervisory Committee, and then to the Graduate Program Coordinator and Graduate Program Advisor for final decision. (See form for specific submission instructions.)
7. **Recording Exams:** Please indicate the SEFS Qualifying Examination and UW General Exam dates *actually taken* on the form, once completed. Please see the current [Student Handbook](#) for instructions on how to schedule, complete, and have outcomes recorded for specific exams.
8. **To graduate, all UW Graduate School requirements, PhD program coursework, and all required exams must be completed, and final dissertation submitted to the UW Graduate School by their deadline.** See all steps for finishing in the [online Student Handbook](#).

**!! Regarding previous Masters Coursework:**

The UW treats coursework from your previous Masters in specific ways, depending on if you took the coursework at another University or here at the UW *while in residence in the same academic unit* in which you are enrolled for your PhD.

- ***If your Masters degree coursework is from another university***, it does not transfer for the UW PhD coursework. So, whereas we can count it toward departmental requirements as part of your Program of Study, it will not count toward Graduate School requirements. This must have been previously approved by your Chair. If you are unsure if this has been done, check with the GPA.
- If your Masters degree is from UW, ***but from a unit other than the School of Environmental and Forest Sciences (SEFS)***, we can count this coursework toward departmental requirements as part of your Program of Study, but it will not count as meeting Graduate School SEFS PhD requirements.
- For previous SEFS MS / MFR / MEH students: because this coursework was taken in residence at the UW ***and in residence as part of SEFS specifically***, the Graduate School will officially count your MS / MFR / MEH coursework toward the Graduate School graduation requirements.

As an example, if you took your Masters here at SEFS and have the full previous statistical and quantitative courses as part of your SEFS Masters coursework, these will apply toward the overall Graduate School requirements of a minimum of 18 graded credits, and 18 credits numbered 500 or above, with minimum grades of 2.7 or better. And, if your committee approves, can also be utilized as part of your SEFS Requirements on this Program of Study. This is because you took these credits while in residence at UW and while taking a SEFS Masters degree.

If you come from another university and have a statistical series of courses that would apply toward our Quantitative Analysis requirements, your committee may choose to approve utilizing that coursework to help satisfy that part of the SEFS PhD Program of Study. However, because this coursework was not taken in residence at the UW, the credits will **not** apply to the Graduate School requirements of a minimum of 18 graded credits, and 18 credits number 500 or above, with a minimum grade of 2.7 or better. Also, your Chair must have already approved the 30 credit waiver for a previous degree (check with GPA if you are unsure).

Likewise, if you come from a Masters program at UW, but the Masters is from outside of SEFS, your previous coursework would be handled in the same way as for a student coming from another university. Your committee may choose to approve utilizing coursework from your previous Masters to help satisfy parts of the SEFS PhD Program of Study. However, because this coursework was not taken in residence at SEFS, as part of a SEFS degree, the credits will **not** apply to the Graduate School requirements of a minimum of 18 graded credits, and 18 credits number 500 or above, with a minimum grade of 2.7 or better. In this case you will need to meet the Graduate School requirements with *new coursework* taken while in your SEFS PhD program.

Any questions regarding your individual situation should be submitted to the Graduate Program Advisor.

<b>Student Name</b>					
<b>PoS Version Date:</b>	<b>(Should match date at top of form!)</b>				
<b>PhD PROGRAM START DATE:</b>	Indicate Quarter and Year:				
<b>PROGRAM REQUIREMENT</b>	<b>CLASS NUMBER AND TITLE</b>	<b>Qtr/Yr</b> (e.g., AUT, WIN, SPR, SUM plus year)	<b>Credits earned</b> (90 min. while matriculated as PhD student required*)	<b>Masters or PhD degree course work?</b> (Indicate MS or PhD)	<b>Grade Received</b> (Min. 18 graded PhD coursework credits required**)
<b>Orientation</b>	SEFS 500 Graduate Orientation Seminar				
<b>Social and Natural Sciences Applied to Natural Resource Issues</b>	SEFS 509 Analysis of Research Problems				
<b>Disciplinary Knowledge:</b> Minimum 10 credits at the 400-500 level, PLUS one additional Course for PhD after fulfilling the 10 credit minimum					
<b>Course Number &amp; Section (e.g., SEFS 501 A)</b>	<b>Course Title:</b> Note, if a Special Topics course, indicate Subject Matter / Topic	<b>Qtr/Yr</b>	<b>Credits</b>	<b>Indicate MS or PhD</b>	<b>Grade</b>
<b>Research Design and Quantitative Analysis</b> Minimum 8 credits at the 400-500 level, PLUS one additional Course for PhD after fulfilling the 8 credit minimum					
<b>Course Number (e.g., SEFS 501 A)</b>	<b>Course Title:</b> Note, if a Special Topics course, indicate Subject Matter / Topic	<b>Qtr/Yr</b>	<b>Credits</b>	<b>Indicate MS or PhD</b>	<b>Grade</b>
<b>Current Topics</b> Minimum 2 credits at the 400-500 level, PLUS one additional Course for PhD after fulfilling the 2 credit minimum					
<b>Course Number (e.g., SEFS 501 A)</b>	<b>Course Title:</b> Note, if a Special Topics course, indicate Subject Matter / Topic	<b>Qtr/Yr</b>	<b>Credits</b>	<b>Indicate MS or PhD</b>	<b>Grade</b>

<b>Student Name</b>					
<b>PoS Version Date:</b>	<b>(Should match date at top of form!)</b>				
<b>Electives</b> <i>Do not include SEFS 600 or SEFS 800 credits here – they are not courses and do not need to be listed separately.</i>			<b>(no specific SEFS requirements here)</b>		
<b>Course Number</b> <b>(e.g., SEFS 501 A)</b>	<b>Course Title:</b> Note, if a Special Topics course, indicate Subject Matter / Topic	<b>Qtr/Yr</b>	<b>Credits</b>	<b>Indicate MS or PhD</b>	<b>Grade</b>
<b>SEFS Qualifying Exam</b>	Please follow Graduate Student Handbook procedures for this exam—NOTE: This is NOT a UW Grad School Exam.	<b>Exam Outcome:</b> <i>(leave blank until taken)</i>		<b>Date Exam Taken:</b> _____	
				<b>Outcome:</b> _____	
<b>UW Graduate School General Exam</b>	<b>Proposed Research Title:</b>	<b>Exam Completion:</b> <i>(leave blank until taken)</i>		<b>Date Exam Successfully Passed:</b>	
<b>DISSERTATION</b>	<b>SEFS 800 credits completed (27 CREDITS minimum):</b>				
	<b>Tentative Dissertation Title:</b> _____				

**\*NOTE: 30 of the 90 minimum required PhD credits can come from a related previous Master's degree, with approval of Supervisory Committee and Graduate School.**

**\*\*NOTE: Independent Study type credits (SEFS 595, 600, 601, 700, 800) do not count towards the graded credits requirements. The 18 Graded Credits are from actual coursework (classes).**

**This program of study has been approved by the student's Supervisory Committee, with each committee member's signature below.** Signatures can be on hardcopy, or electronic. If the form 'locks', signatures can come in on multiple sheets. Emails in lieu of signature are also acceptable so long as the email identifies what the committee member is approving.

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name Here: \_\_\_\_\_

Committee Members:

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name Here: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name Here: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name Here: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name Here: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name Here: \_\_\_\_\_

**SEE NEXT PAGE! Annual Progress Reports Need Submitting!**

### **Annual Supervisory Committee Reviews Completed, Chair Reports:**

Per [Graduate School Policy 3.7 Academic Performance and Progress](#), programs are required to review student's performance and progress at least annually. This feedback is part of the student's file. In SEFS this is done with the student's Annual Committee Meeting. **For each Annual Committee Meeting, including the first meeting in the first year**, the Chair should fill out the information below, and either attach, or submit with the form, a brief annual report of progress for the student, to include at minimum the following information:

- General Progress Evaluation by Chair. If the student writes up a progress report this should also be submitted.
- Any agreements of significance regarding registration, coursework changes, or other items between the student and their Chair / Committee.
- Any significant concerns of the Chair or Committee, and how addressed if discussed as part of the annual meeting, regarding student progress.
- [Submit Forms and Reports to SEFS Advising Here](#)

**Annual Committee Meeting Date:** \_\_\_\_\_ **Chair Approval Signature:** \_\_\_\_\_

**Committee Members in Attendance:** \_\_\_\_\_

**Chair's Report to Advising:**

Attach to this form, or submit with this form, the annual report on student progress as described above.